

Legal Support Supervisor 1 and 2

Task Statements

1	Conduct legal research, using manual and/or electronic resources, including statutory, regulatory, case law, and legal reference source research.
2	Review documents to ensure accuracy and completeness.
3	Locate and obtain relevant information necessary for dissemination to the proper staff.
4	Review legal documents to determine compliance with statutes, using regulations, local rules, departmental policies, and other reference materials.
5	Review previous cases, decisions, and documents to determine if action is needed.
6	Review and analyze documents received by departments and administrative proceedings to determine if action is needed.
7	Extract relevant information from a request for data to summarize and validate for further review.
8	Collect information using various databases and forms of communication to prepare reports for use by various parties.
9	Calculate and track workload using various methods (e.g., legal databases, departmental regulations) to meet deadlines and/or timeliness standards.
10	Suggest programs, projects, objectives, and new concepts to effectively utilize resources and to provide more efficient services.
11	Monitor the status of the office's operations to keep management apprised of goals and objectives being met.
12	Evaluate workload to determine the necessity for overtime, staffing allocations, or workload changes.
13	Prepare general correspondence, memoranda, fact sheets, and reports using word processing software.
14	Prepare proofs of service to verify proper serving of respondents.
15	Prepare charts and graphs using spreadsheet and database software to prepare various reports (e.g., monthly reports) and track workload, production, and staffing resources.
16	Proofread all work products to check for spelling, grammar, and punctuation using a computer and various types of software.
17	Draft letters (e.g., cover, response, information requests), declarations, motions, and other filings for attorney and/or judge review.
18	Proofread legal documents (e.g., pleadings, briefs, affidavits, decisions) to be filed by attorneys and/or judges in Commission, State, and federal court and administrative proceedings for legal content.
19	Communicate with other State agencies to obtain information/documentation as it relates to cases/decisions.

20	Communicate with the opposing counsel and/or other parties to verify, coordinate, and/or schedule dates and verify the receipt of correspondence.
21	Communicate with parties, State courts, federal courts, and departmental agencies concerning cases (e.g., hearing notices, court filings, facsimile filing, court calls) using standard office equipment.
22	Update attorneys and/or judges on changes to internal procedures using various forms of communication.
23	Communicate policies, procedures, rules, and regulations to diverse groups with different levels of understanding.
24	Obtain or prepare indexes summarizing the location and content of various files/cases (e.g., descriptions, case numbers, calendars, dates) to provide a summary of evidence and/or quick reference for attorneys and/or judges.
25	Utilize and/or update database of case information (e.g., prior opinions, decisions, brief banks) for departmental attorneys and/or judges for use in preparing litigation or hearing documents.
26	Prepare files for opening and closing cases using internal administrative procedures.
27	Prepare, organize, and maintain documents in paper or electronic filing system.
28	Create comprehensive and thorough tracking systems using spreadsheet and database software to track information (e.g., contracts, expenditures, training) to maintain a detailed log of information.
29	Direct, plan, and organize the work of support staff engaged in various legal duties (e.g., transcription, dictation, typing forms, petitions, briefs, record control, reception, registration, calendaring).
30	Maintain internal templates of legal and procedural forms, production records, and related materials.
31	Assist in the recruitment and selection process by evaluating the skills and abilities of candidates.
32	Evaluate employee performance and recommend appropriate action.
33	Make recommendations to management regarding updates to policies and procedures.
34	Plan and prioritize the distribution of workload to support staff (e.g., legal secretaries, senior legal typists, office technician, office assistants) in order to provide administrative and legal support services under the direction of the supervising management of the office.
35	Monitor the progress of all assigned tasks performed by support staff according to plan.
36	Review office procedures to maximize coordination and efficiency to minimize duplications.
37	Establish consistent performance standards and expectations for support staff in accordance with divisional and departmental policies and procedures in order to provide quality services.

38	Train support staff on office policies, work procedures, reporting lines, and divisional resources.
39	Review and approve time sheets as well as authorize vacation and other absence requests of support staff in accordance with the department's policies, union contract, and the needs of the office.
40	Review and approve support staff travel time and expenses to ensure timeliness and correctness.
41	Create travel expense claims, travel advances, and reservations for staff (e.g., attorney, judge) to ensure compliance with rules of travel.
42	Discuss issues and problems with management which may potentially impact the completion of work assignments to allow them to take remedial actions.
43	Maintain production logs of support staff to ensure standards are met.
44	Identify training needs of all support staff for further development of computer and legal support skills.
45	Oversee issue resolution at various departmental facilities to ensure safety of staff and the public.
46	Answer questions and/or resolve problems escalated by staff from the public and/or outside entities.
47	Act as point of contact between appropriate entities (e.g., facilities, general services) to ensure safety and functionality of various offices.
48	Oversee the management of assets (e.g., equipment, hardware, supplies) and/or purchasing (e.g., CalCard) to ensure the efficiency of daily operations.
49	Monitor and approve billing, invoices, and accounting processes regarding services provided by vendors.
50	Determine the need for appropriate disciplinary action (e.g., progressive discipline) for staff to correct performance issues and foster a productive workplace.